

CLERK OF THE BOARD OF SUPERVISORS
(Executive Management)

DEFINITION:

To provide leadership to and executive management of the office of the Clerk of the Board of Supervisors in carrying out the duties of the Clerk of the Board as prescribed by law and directed by the Board of Supervisors.

AUTHORITY:

- (1) State of California Government Code, Sections 25100.5 through 25105.5.
- (2) San Diego County Charter, Article V, Section 501; Article VII, Section 700.
- (3) San Diego County Administrative Code, Article X-A, Sections 160.1 through 160.5.

EXAMPLES OF DUTIES:

Appoints all employees of the department and directs the activities of all personnel of the Office of the Clerk of the Board; directs the preparation of the agenda for meetings of the Board and Special Districts; attends each session of the Board and directs the recording and maintaining of the record of proceedings in the minute book, including the entry of all resolutions and of all decisions and the vote of each member; directs the notification of county departments, other agencies and individuals affected, of actions of the Board; directs the receiving, indexing, filing, certifying, and preserving or disposal of all documents, papers and records deposited with the Clerk of the Board pursuant to the law; authenticates ordinances, resolutions, minute orders and other official actions with the Clerk's signature and with the official seal of the Board; executes documents, contracts and agreements on behalf of the Board of Supervisors; maintains the custody of, and keeps available for public inspection, the books, records and official County documents of the Board; directs the fiscal, personnel, budget and other administrative functions of the department; provides direct support to the Board of Supervisors and Special Districts on protocol issues and serves as Parliamentarian for official meetings; administers the four Assessment Appeals Boards, the Labor Relations Ordinance, the Air Pollution Control District Hearing Board, and the County Hearing Officers; serves as Executive Officer of the Board in providing administrative support to, and management of, the Board General Office; provides budget, fiscal support and administration of personnel matters relating to the Board District offices; acts as permanent secretary and recording officer of the San Diego County City Selection Committee, Deputy Secretary of the County Housing Authority and Clerk of the Flood Control and Sanitation Districts; serves as Filing Officer for Conflict of Interest Codes and economic disclosure statements filed in accordance with the Political Reform Act. Maintains the Roster of County Boards, Commissions and Committees; oversees Notary services operations, the County Volunteer Program and Passport Acceptance services; and administers the County Administration Center complex.

MINIMUM QUALIFICATIONS:

Thorough knowledge of:

- General Management System (GMS) in principle and in practice.
- Principles of public administration including general administration, human resource management, fiscal management and accounting.
- Office management and procedures including budget practices and control, program planning, implementation

and administration.

- Automated record keeping, record storage and retrieval methods and equipment.
- Facility property management and contract administration.

Skills and Ability to:

- Plan, organize, direct, coordinate and supervise the overall activities of the Clerk of the Board in providing administrative and support functions.
- Coordinate, develop, implement, evaluate and maintain efficient office systems and procedures including automated record retention and retrieval systems.
- Formulate policy and implement and evaluate program objectives and procedures designed to increase accuracy and efficiency of the administration and processing functions.
- Attend public Board of Supervisors and Special District meetings and accurately record the proceedings of meetings and hearings.
- Write clear and concise records, reports and notices.
- Establish and maintain effective working and diplomatic relationships with other County departments, governmental agencies, business, media and the public.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.